



2014 WASTE REDUCTION AND RECYCLING AWARDS APPLICATION

The City of San Diego Environmental Services Department is seeking businesses and organizations located in the City of San Diego to be recognized at the 2014 Waste Reduction and Recycling Awards. Businesses and organizations that have implemented waste reduction reuse, recycling and recycled product procurement programs that demonstrate success, innovation and exemplary waste reduction practices should apply.

Please complete and submit this application by February 7, 2014.

APPLICANT INFORMATION:

Organization Name (Please print or type *EXACTLY* as you would like it to appear on your award.)

Mailing Address	City	State	Zip
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Contact Person	Telephone	Fax	E-mail
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Number of Employees	Name(s) of Recycling Service Provider(s)
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INSTRUCTIONS FOR SUBMITTING APPLICATION:

All application materials are due by Friday, February 7, 2014. Please note scoring is based solely on the responses to the application and any supporting materials provided that support your response. Please type your response directly into this document in the space provided below each question.

Application Checklist

1. Waste Reduction and Recycling Awards 2014 Application
Please note that if you are a PREVIOUS AWARD WINNER, and you are submitting a 2014 entry for a program that has already won a Waste Reduction and Recycling Award, you **must include in this application a description of how your winning program has improved** since last receiving a Waste Reduction and Recycling Award.
2. (Optional) Supporting documents about the program which you would like to submit for consideration (i.e. photographs and brochures)

Please e-mail, fax, or mail the completed application to Rebecca Hays by February 7, 2014.

E-mail: rahays@saniego.gov and include in the subject line:
2014 Awards_name of your organization

Fax: (858) 492-5089 and include 'Attn: Rebecca Hays'

Postal Mail: Rebecca Hays, City of San Diego Environmental Services Department
9601 Ridgehaven Court, Suite 320, San Diego, CA 92123

WASTE REDUCTION AND RECYCLING INFORMATION

Please answer all questions in detail as they pertain to programs implemented or expanded from January 2013 through December 2013. If needed, attach additional pages, noting the corresponding question number.

Applicants are encouraged to include any information about their program including brochures and photographs that will assist in judging an entry.

WASTE REDUCTION & REUSE

1. (20 POINTS) Describe your organization and its efforts to reduce the amount of waste it generates.

Please include in your response:

A) Your primary businesses function—*list specific products and services provided.*

B) Waste diversion practices—*list all waste diversion practices.*

**Please respond in the space provided below.*

2. (20 POINTS) Describe your recycling and waste collection system.

A) How many **recycling** containers and/or dumpster do you have on site? _____ containers _____ dumpsters

B) How many **trash** containers and/or dumpster do you have on site? _____ containers _____ dumpsters

C) Are your recycling containers next to or near your trash containers? Yes No

Other:

D) Where are your recycling containers located (*ex: break room, staff work room, etc*)?

E) What percentage of your waste containers are: recycling containers? _____% **and** trash containers? _____%



3. (25 POINTS) What materials are recycled and/or diverted from the wastestream?

- | | |
|------------------------------------|---|
| Batteries | Paper: office paper, newspaper, books, paper bags |
| Cardboard | Paper: Other |
| Construction Waste: | Plastic: bags, film (shrink wrap) |
| Electronic Waste: <i>(specify)</i> | Plastic: containers, bottles, etc. |
| Food | Plastic: Other: |
| Furniture | Styrofoam Peanuts |
| Glass: bottles and jars | Textiles: |
| Glass: Other | Pallets |
| Metal: cans and foil | Waste Oil |
| Metal: Other | Green Waste: plant/ tree trimmings, etc |
| Paint | Universal Waste: <i>(specify)</i> : |

- A) Explain how recyclables are collected.
- B) List quantities for each recovered material on a monthly or yearly basis.
- C) Describe any cost savings or revenue generated via recycling or other waste diversion practices.



4. (15 POINTS) Does your business purchase Environmental Preferable Products (EP3)?
 List any EP3 products that you have purchased.
 (EX: recycled paper content, printed with soy-based ink, reusable ink cartridges, etc.)

5. (20 POINTS) What efforts have been made to inform and educate employees, tenants, and/or customers about waste reduction and recycling?

- A) Do you have signage on all recycling containers? Yes No other
- B) Did you distribute a letter to each tenant/occupant explaining your recycling? Yes No
 Other

C) What additional ways is your staff and/or tenants informed about your recycling and waste diversion programs?
 Please include examples of the outreach and educational materials.

D) Describe any recycling policies or operating procedures you have incorporated into your daily operations.

E) Describe any incentives provided that encourages waste reduction/diversion practices.

Name of Authorized Business Signator

Title

Authorized Business Signature

Date